



## Health & Safety – Risk Assessment (RA)

### Use of Church facilities by/for: Meetings & Hire

*For completion by event/group organiser(s)/supervisor(s)*

**Risk Assessment No: RA 0154**

Identify common hazards associated with: **Meetings (inc. Church Council, Property Committee, Ways & Means Committee, External Hirers)** highlighting the risks involved and control measures that must be applied.

**Date:** Feb 2025      **Assessor(s):** Church Stewards, Church Council, GJM, DM      **Copies:** Church & Electronic

**L = Likelihood S = Severity      Using 1 to 5 scale      Residual - 1-4 Acceptable    5-9 Adequate    10-16 Tolerable    17-25 Unacceptable**

| Consideration Given Towards<br>(List items given consideration) | Potential Effects<br>(What could happen without any form of control)  | Potential Risk<br>(L x S) |   | Risk Control<br>(List controls to reduce the hazard)  | Residual Risk<br>(L x S) |   |
|---|---|---------------------------|---|---|--------------------------|---|
| <b>Entrances/Exits</b>  | Unable to access or leave premises safely, even in case of emergency. | 3                         | 5 | Regular inspection of areas to ensure none blocked. Checks made to ensure all fire exits unlocked at beginning of services by steward on duty. Door mats by entrances. Wet floor signs used in case of inclement weather. See latest Room Visual Inspection on H&S noticeboard. | 1                        | 5 |
|   |   | <b>15</b>                 |   |   | <b>5</b>                 |   |
| <b>Manual Handling of any objects</b>                           | Musculo-skeletal injuries.  | 4                         | 5 | Movement of equipment should be done in accordance with the manual handling advice & direction given on H&S noticeboard. Use trolley where necessary, authorised persons only to handle and move furniture etc.   | 1                        | 5 |
|   |   | <b>20</b>                 |   |   | <b>5</b>                 |   |
| <b>Movement of stacks of chairs</b>                             | Musculo-skeletal injuries.  | 4                         | 4 | Movement and transportation of chairs over a prolonged distance to be moved using the trolley stored in the storage room. Follow guidance given on H&S manual handling procedures.  | 1                        | 4 |
|   |   | <b>16</b>                 |   |   | <b>4</b>                 |   |

| <b>Consideration Given Towards</b><br>(List items given consideration) | <b>Potential Effects</b><br>(What could happen without any form of control)  | <b>Potential Risk (L x S)</b> |   | <b>Risk Control</b><br>(List controls to reduce the hazard)  | <b>Residual Risk (L x S)</b> |   |
|--|--|-------------------------------|---|--|------------------------------|---|
| <b>Slips/Trips/Falls</b>   | Musculo-skeletal injuries including sprains and twists. Falls from height. Fractures, cuts & abrasions.                        | 4                             | 5 | All carpet fitted correctly, and secure. Adequate lighting throughout building. Good housekeeping maintained through working parties and cleaning parties. Electrical cables to be tidied to ensure good housekeeping. See current RA on H&S noticeboard.  | 1                            | 5 |
|  |  | <b>20</b>                     |   |  | <b>5</b>                     |   |
| <b>First Aid</b>   | Further injury caused or prevented by not administering first aid.   | 4                             | 5 | First aid box available by kitchen. Advice on health and well-being available on H&S noticeboard including numbers for NHS Direct etc. First aid incidents to be recorded in accident book and reported to managing trustees within 24 hours.  | 1                            | 5 |
|  |  | <b>20</b>                     |   |  | <b>5</b>                     |   |
| <b>Stacking of Chairs</b>  | Chairs falling over due to rotation. Potential to fall onto child or cause injury to other person.                             | 3                             | 4 | Chairs stacked safely and in accordance with any limitation imposed on that room/area of the Church. (See notice on H&S noticeboard). RVI maintained. (Blue Chairs stacked no more than 2 high throughout premises)  | 1                            | 4 |
|  |  | <b>12</b>                     |   |  | <b>4</b>                     |   |
| <b>Young / Vulnerable / Elderly / Disabled Persons</b>                 | Persons not able to access all parts of building, other routes attempted, risky areas accessed, improper care.                 | 2                             | 4 | Church holds a safeguarding certificate held by safeguarding officer. Disabled/VA person assigned carer for duration. Accessible access to church throughout maintained. Designated toilets & entrances / exits identified. Signage in place.  | 1                            | 4 |
|  |  | <b>8</b>                      |   |  | <b>4</b>                     |   |
| <b>Use of Kitchen / Food</b>   | Improper use of kitchen, unsupervised children, burns, scalds, damage to equipment, injury to persons, unhygienic environment. | 4                             | 5 | Tea/Coffee/Juice making carried out in Kitchen & kettles/urns not to be transported outside kitchen. Children not allowed in Kitchen area, appropriate signage in place. Food preparation also takes place – see Food entry. See kitchen RA. Food predominantly of snack and buffet style. Food prepared in kitchen. Food hygiene and safety notices present. Surface cleaners used – see COSHH register. See Kitchen RA for further controls. | 1                            | 4 |
|  |  | <b>15</b>                     |   |  | <b>4</b>                     |   |

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|--|--|----------------------------------|---|---|---------------------------------|---|
| <b>Use of COSHH Substances</b>   | Burns, scalds, ingestion problems, breathing problems, side effects, irritation, fire etc.   | 4                                | 5 | Any COSHH (Control of Substances Hazardous to Health) materials brought into the Church are brought to the attention of stewards for consideration & inclusion in the Church COSHH records. Data sheets available for high risk items.  | 1                               | 5 |
|  |  | <b>20</b>                        |   |   | <b>5</b>                        |   |
| <b>Toilet Facilities / Baby Changing</b>                               | Persons unable to use toilets. Toilets not fit for purpose.  | 3                                | 3 | Group leader/coordinator to ensure safe and hygienic facilities before start of service/event. Soiled nappies to be removed from church premises and not flushed down toilet. Signage in place.   | 1                               | 3 |
|  |  | <b>9</b>                         |   |   | <b>3</b>                        |   |
| <b>Environment</b>   | The environment in general not safe or suitable for use. Health issues caused or aggravated by cold, heat or damp.   | 3                                | 4 | Heating timed to come on prior to service/event start times. Room users to be notified of any maintenance work carried out that may affect the usage of the room ie. Paint fumes etc.. Persons on duty to check environment of room before use. Room Visual Inspections and Room Risk Assessments maintained.   | 1                               | 4 |
|  |  | <b>12</b>                        |   |   | <b>4</b>                        |   |
| <b>Fire &amp; Evacuation</b>   | Persons unable to leave building safely. Persons missing due to inability to head count. Panic would ensue. Doors locked / exits unavailable. Serious, possible fatal injuries from burns, smoke inhalation and structural collapse. | 4                                | 5 | Fire risk assessment undertaken, monthly checks to ensure controls are in place, see current RA. Leaders to perform headcount, at intervals throughout the activity.<br>Leaders to ensure all fire exits from area are open and free from obstruction prior to group commencing. In case of evacuation, leaders are to promote calmness throughout.<br>Assemble at fire assembly point by wayside pulpit.<br>Fire alarm system checked monthly (see RVI). Sounder and strobe in use (providing 110dB alert). Group leader to report evacuation to managing trustees immediately (after contacting fire brigade if necessary). | 1                               | 5 |
|  |  | <b>20</b>                        |   |   | <b>5</b>                        |   |

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|--|--|-------------------------------|---|---|------------------------------|---|
| <b>Room Organisation</b>   | Inability to monitor or control children. Children able to be unseen. Safeguarding implications. Needless hazards. | 3                             | 4 | Room organised to ensure vision of children at all times. Buggies stored in appropriate fashion. Ensure windows are clear. Clear walkways around room to be maintained. Consideration to be given towards activity being undertaken. Guidance given on noticeboard.   | 1                            | 4 |
|  |  | <b>12</b>                     |   |   | <b>4</b>                     |   |
| <b>Falls from height</b>   | Serious, possible fatal injuries from falling from platforms, ladders, for cleaning / maintenance.                 | 3                             | 5 | Ensure all access equipment is maintained and inspected. See RA on H&S noticeboard. Authorised persons only to use this equipment. See also Working at height risk assessment. See also step/ladder risk assessments.   | 1                            | 5 |
|  |  | <b>15</b>                     |   |   | <b>5</b>                     |   |
| <b>Electricity &amp; Portable Appliances</b>                           | Serious possible fatal injuries from faulty electrical equipment or installation.                                  | 3                             | 5 | Electrical installation and all equipment inspected by a competent person according to a planned inspection programme and maintained as necessary. (See current EI & PAT Test results). Staff trained to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches and to take defective equipment out of use. Staff know how to safely turn the electricity off in an emergency. Clear access to the fuse box. | 1                            | 5 |
|  |  | <b>15</b>                     |   |   | <b>5</b>                     |   |
| <b>Gas</b>   | Risk of fire and explosion if not properly maintained.   | 2                             | 5 | Gas appliances, such as heaters, boilers etc., are checked annually by a Gas Safe registered engineer. Personnel trained in reporting a gas fault and isolating gas mains. Signage in place.  | 1                            | 5 |
|  |  | <b>10</b>                     |   |   | <b>5</b>                     |   |

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|---|--|---------------------------|---|--|--------------------------|---|
| <b>Asbestos – located in two lights in vestibule and concert entrance.</b>  | Fibers may be released and inhaled.  | 3                         | 5 | Asbestos in good condition. Unlikely to be touched by public and most staff.<br>Personnel told to report any notice of change with these lights.<br>Asbestos register maintained.  | 1                        | 5 |
|   |  | <b>15</b>                 |   |  | <b>4</b>                 |   |
| <b>Hangings, drapes, inflatables etc. used for decoration/advertisement</b> | May be flammable and obscure exit signs.   | 3                         | 3 | Must be flame retardant.<br>Must not be hung anywhere which obscures or obstructs exit signage.<br>Must only be hung in agreement with managing trustee in line with church policy (as agreed on the hiring agreement).  | 1                        | 3 |
|   |  | <b>9</b>                  |   |  | <b>3</b>                 |   |
| <b>Security / Safeguarding</b>  | Intruders, weapons, life-threatening occurrences. Illegal activity.  | 3                         | 5 | Key holders identified and Safeguarding Form D completed.<br>Safeguarding policy and procedures in place. All doors internally lockable.<br>Regular checks made by managing trustees.<br>Car park gate locks to be locked onto gate. CCTV in operation (int. & ext.)<br>Person in charge to ensure sight/vision of internal access.  | 1                        | 5 |
|   |  | <b>15</b>                 |   |  | <b>5</b>                 |   |
| <b>Infection Control Including Infection and Transmission control</b>       | Transmission and increase infection rates of COVID-19 and associated variants and other communicable diseases. | 5                         | 5 | Church calendar managed to reduce clashes of hire and events where possible.<br>Hand sanitization stations available at all entry/exit points.<br>Wipes, soaps, disposable hand towels and other cleaning materials available in toilets.<br>Attendees encouraged to not attend if symptomatic or have tested positive.<br>Attendees continue to be encouraged to test before attending. | 1                        | 5 |
|   |  | <b>25</b>                 |   |  | <b>5</b>                 |   |

Assessment

**Additional notes:**

If residual risk rated >10, please give further details in this box of any other extended controls in place:

See Room Risk Assessment(s) for room(s)/area(s) of the church the group/event uses.

List Rooms/Areas the group/event uses:

.....All areas of the church.....

All accidents must be recorded in accident book located by the first aid box.

All accidents must also be reported to Gary Moss or David Moss, either direct or via a church steward.

Use of any first aid box consumables must be reported to a church steward.

The health & safety noticeboard located by the emergency exit in the passage area contains information and advice regarding all major aspects of health & safety. **Any other information to be added here:**